

# **SPECIAL EDUCATION EXITING DATA INSTRUCTION BOOKLET**

**For School Year 2001-2002**



**Office of Public Instruction  
Linda McCulloch, Superintendent  
PO Box 202501  
Helena, MT 59620-2501**

**April 2002**

# TABLE OF CONTENTS

## Special Education Exiting Data Instruction Booklet

Significant Changes for This Year.....	1
Exiting Data Codes.....	1
Who Must Report Exiting Data.....	2
Due Date .....	2
Students Who Are Not Listed on the Preprinted Forms.....	3
Race/Ethnicity Codes.....	3
Disability Codes .....	3
Transition Services Codes.....	3
Completing the Form.....	4
For Paper Filers .....	4
Mail to .....	5
For Electronic Filers .....	5
Hardware & Software Requirements.....	5
Logging On .....	6
Downloading Client Software .....	7
Testing Your Printer.....	10
Identifying Print Driver.....	10
Special Education Exiting Reporting Main Menu .....	12
For a School District – Selecting a School.....	12
For a Special Education Cooperative – Selecting a Member District.....	13
Data Entry Screen .....	15
Submit Completed Data .....	17
Who to Contact for Help.....	17

# EXITING DATA INSTRUCTIONS

## SCHOOL YEAR 2001-2002

### DUE DATE: July 5, 2002

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#### SIGNIFICANT CHANGES FOR THIS YEAR

- ✓ **Exiting data is being collected on ALL students who exit the special education program in a school district, regardless of age.** (In the past, exiting data was collected on students who were 14 years or older on the child count date.)
- ✓ **Reporting entities can now submit their exiting data online over the Internet.** (If you wish to submit data online and have not registered, please call Pat Reichert at 406-444-4430.)
- ✓ **Exiting data reporting forms (both paper and electronic) will have preprinted student data from the December 3, 2001, child count.** For a student who has exited the program and is on the preprinted list, all that is required is to place an exiting code in the exiting code column (see exiting codes, below). Students who have entered the program since the December 3, 2001, child count date and are not on the preprinted list will need to be added to the list. If a school does not have exiting data to report, the box on the preprinted form indicating no students should be checked and the form returned to the OPI or submitted electronically.

#### EXITING DATA CODES

The U.S. Department of Education requires that states submit data on students who have exited the special education program within the state. This data collection will include students who have exited the program during the school year 2001-2002 (from July 1, 2001 through June 30, 2002).

The definitions and coding numbers that are used to report exiting data are from the U.S. Department of Education. Below is a list of the codes to be used and their definitions:

##### **Exiting Codes:**

- 01 Returned to regular education.** These are students who were served in special education during the previous reporting year (July 1, 2001 through June 30, 2002), but at some point during that 12-month period returned to regular education as a result of having met the objectives of their IEP and are receiving all their educational services from a general education program.
- 02 Moved, known to be continuing.** These are students who have moved out of the catchment area and are KNOWN to be continuing in another educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in general education. CATCHMENT AREA is defined as the K-12 school district, or the elementary district and the high school district that the student would move through in the normal progression of his/her education.

**Examples:** Student has moved out of the catchment area and another school within or outside the state has requested records. Student no longer attends public school, but the school is aware that the student is being educated in a registered home school, or in a private school.

- 03 Moved, not known to be continuing.** These students have moved out of the catchment area (see definition in exit code 02 above) and are NOT KNOWN to be continuing in another educational program. **The use of this category requires that the school verify that the family is no longer at their last known residence.**

**Example:** Student and family have physically moved out of the catchment area and the school has not received a request for records and does not know where the student is.

- 04 Dropped out.** These students were enrolled at some point in the reporting year, were not enrolled at the end of the reporting year, and did not exit through any of the other exiting codes described. This would include dropouts, runaways, GED recipients, and status unknown.

**Examples:** Student no longer comes to school and the school district cannot locate the student and cannot verify that the student's family has moved. Student from a Hutterite community leaves the program after the 8<sup>th</sup> grade and his/her family is not registered as a home school. Student studied for GED during his/her school attendance, but in order to take the GED the student cannot be attending school, so the student leaves.

- 15 Reached maximum age.** These students have exited special education because they have reached the maximum age for receipt of special education services without receiving a diploma or certificate of completion. If a school district serves students after age 19, maximum age is determined by school district policy that applies to all students.

- 22 Died.** These students have died during the school year.

- 23 Graduated with a diploma.** These students have exited the educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible.

- 32 Graduated with a certificate.** These students have exited the educational program and received a certificate of completion, modified diploma or similar document or mechanism that shows completion of IEP goals.

## WHO MUST REPORT EXITING DATA

Every school within every school district in the state must return an exiting report form – either by mail or electronically. Also included in this data collection are state-funded schools and residential treatment facilities that contract with the OPI to provide special education and related services to their students.

## DUE DATE

The completed report forms must be returned to the OPI either by mail or electronically by **July 5, 2002.**

# STUDENTS WHO ARE NOT LISTED ON THE PREPRINTED FORMS (and have exited the program)

For students who have exited the program and are not listed on the preprinted form, it can be assumed that they entered the program after the December 3, 2001, child count. These students must be added to the exiting list and the following data are required, in addition to an exiting code:

- Initials
- Date of Birth
- Gender – Male/Female
- Duplicate Override - Check this box when there is more than one student being reported under the same school code with the same initials, birth date and gender. Twins or triplets of the same gender may fit this criterion.
- Grade
- Race/Ethnicity Code:
 

<b>01 American Indian or Alaskan Native</b>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
<b>02 Asian</b>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines Islands, Thailand and Vietnam.
<b>03 Hispanic</b>	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
<b>04 Black (not Hispanic)</b>	A person having origins in any of the Black racial groups of Africa.
<b>05 White (not Hispanic)</b>	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
<b>06 Native Hawaiian or Pacific Islander</b>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Disability Code (use all that apply):
 

<b>CD</b> Cognitive Delay <b>HI</b> Hearing Impairment <b>DE</b> Deafness <b>SL</b> Speech/Language Impairment <b>VI</b> Visual Impairment <b>ED</b> Emotional Disturbance <b>OI</b> Orthopedic Impairment	<b>OH</b> Other Health Impairment <b>LD</b> Learning Disability <b>DB</b> Deaf-Blindness <b>CW</b> Child With A Disability <b>AU</b> Autism <b>TB</b> Traumatic Brain Injury
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- Transition Services Code (use all that apply):

<u>CODE</u>	<u>DEFINITION</u>	<u>EXAMPLE</u>
01	Instruction	Academic/lifelong learning Learning strategies Study skills
02	Employment	Workplace readiness Occupation-specified skills Compensatory skills
03	Community Experience/ Adult Living	Self-determination Daily living/independent living skills Health & physical care Leisure/recreation skills Mobility Money management/budgeting Personal/social
04	Related Services	As it relates to transition
00	No Transition Services Needed	

# COMPLETING THE FORM

## For Paper Filers:

If you have any questions regarding this reporting form or data to be entered, contact Pat Reichert at 406-444-4430 or e-mail at preichert@state.mt.us.

This is the form you will receive by mail:



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

### SPECIAL EDUCATION DATA COLLECTION

#### Part 3 Table 3, Exiting

**DUE DATE: July 5, 2002**

Return to: Pat Reichert, Data Manager  
PO Box 202501  
Helena, MT 59620-2501  
July 5, 2002

Coop: 9704 - Stillwater/Swt Grass Coop

District: 0861 - Absarokee Elem

School: 1775 - Absarokee 7-8

Coop (if school belongs)

School District

School

**Table 3: Children and youth with disabilities Exiting Special Education between July 1, 2001 and June 30, 2002**

INITIALS	BIRTHDATE	GENDER (M/F)	Duplicate Override	GRADE	RACE ETHNICITY	LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES	EXITING CODE	Exiting Student added since December Child Count
AAA	3/21/1989	M	<input type="checkbox"/>	7	05	LD	01		<input type="checkbox"/>
BBB	6/8/1990	M	<input type="checkbox"/>	7	05	LD			<input type="checkbox"/>
CCC	12/12/1991	F	<input type="checkbox"/>	6	01	CD			<input type="checkbox"/>

Data from Dec. 3, 2001, child count report

3 Student(s) were reported for last December's Child Count for this School

Enter Exiting Code here

#### Schools Submitting Manually:

Check here if this school has no students exiting Special Education ☐

If you have no students to report, check here

You will enter exiting codes for those students from the December 3, 2001, child count report who have exited the program. Disregard the last column on the report form (Exiting Students added since December Child Count).

If you have students to report who were not on the December 3, 2001, child count report (student entered special education after December 3, 2001, and exited before the end of the school year), enter all child count data on the form titled New Student Exiting Data – example below. Setting of service data are not required for exiting reporting.

# NEW STUDENT EXITING FORM

## For the School Year 2001-2002 (July 1, 2001 – June 30, 2002)



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

### SPECIAL EDUCATION DATA COLLECTION

#### Part 3 Table 3, Exiting

**DUE DATE: July 5, 2002**

Return to: Pat Reichert, Data Manager  
PO Box 202501  
Helena, MT 59620-2501  
July 5, 2002

Coop: \_\_\_\_\_  
District: \_\_\_\_\_  
School: \_\_\_\_\_

Fill in Coop (if applicable), District, and School name

Table 3: Children and youth with disabilities Exiting Special Education between July 1, 2001 and June 30, 2002													
INITIALS			BIRTHDATE			GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES	EXITING CODE	Exiting Student added since December Child Count
FIRST	MIDDLE	LAST	MONTH	DAY	YEAR								

Fill in initials, birth date, gender, duplicate override (if applicable), race (see codes, pg 3), disabilities (see codes, pg 3), transition services (if applicable) (see codes, pg 3), and exiting code. **Exiting codes can be found on page 2.** Setting of service data are not required for exiting reporting.

### Mail completed forms to:

**PAT REICHERT, DATA MANAGER  
DIVISION OF SPECIAL EDUCATION  
OFFICE OF PUBLIC INSTRUCTION  
PO BOX 202501  
HELENA, MT 59620-2501**

**For Electronic Filers:** (If you filed child count data electronically in December 2001, it is not necessary for you to reinstall the Citrix CIA Client and you can skip to page 10.)

### **Hardware and software requirements**

Basically any computer capable of running a web browser equal to Internet Explorer 4.0 with service pack 2 or Netscape 4.0 or later and a connection to the Internet can be used for the Annual Data Collection project.

#### IBM

Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)

Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

### Macintosh

Power PC or better	
Memory	8mb of Ram as required for a web browser
Operating System	7.5 or greater
Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

Note: A screen resolution of 600 x 800 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click "OK". You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the "OK" button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal click "OK" and your monitor resolution will be reset.

Your schools will access the Office of Public Instruction's Special Ed Child Count Collection Data via the Internet and OPI's WEB page at <http://www.opi.state.mt.us>.

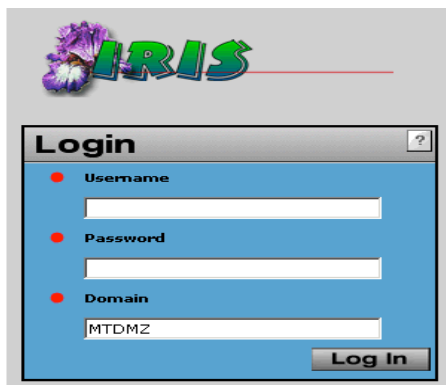
Bring up the OPI home page and click on the tab entitled 'Internet Reporting System' that is located at the top of the screen. This link will take you to IRIS, the Internet Reporting and Information Service.

If you experience difficulty in getting to OPI's home page, please try to reach another site like [www.yahoo.com](http://www.yahoo.com) or [www.google.com](http://www.google.com). If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call.

If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

### **Logging into IRIS**

The log in page allows you enter IRIS.



Login using the user name and password provided to you by the Office of Public Instruction. If you cannot find your user name and password call the OPI Help Desk at 406-444-3448.



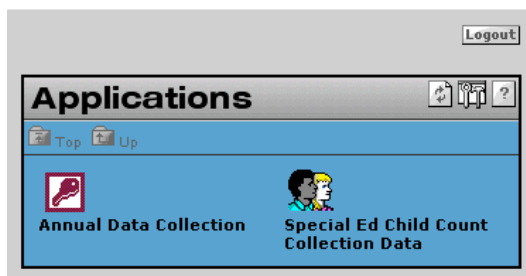
Welcome to IRIS,  
OPI's Internet Reporting and  
Information Service

## IRIS Application Portal

Welcome to your personalized application portal. The Applications box (at left) contains icons for the applications that you can use. Click an icon to launch an application. Click the Refresh button to get the latest applications. Click the Settings button to change the IRIS settings. Click a folder icon to display the folder contents.

[Instructions for applications served by IRIS](#)

[Download Client software](#)

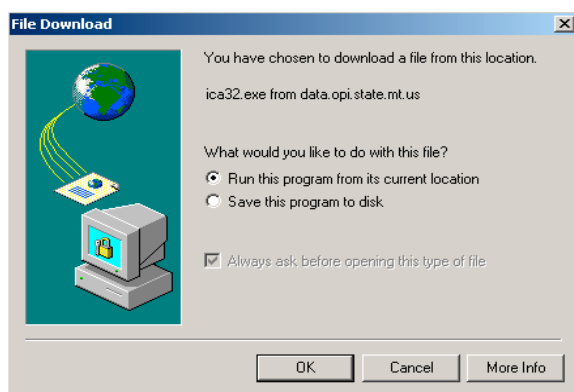


After you log in you will see the Special Ed Child Count Collection Data application in the window. You may see other applications as well.

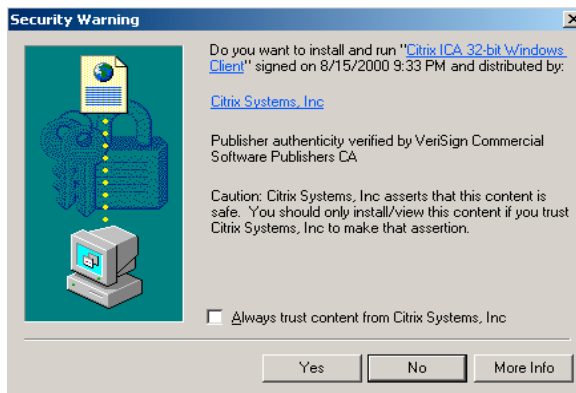
If this is the first time you have run the application you will need to click on **Download Client Software**. **IF YOU ALREADY HAVE THE CLIENT INSTALLED SKIP TO PAGE 10.**



Click on “Install Citrix ICA Client” for your computer platform, Windows or Macintosh.



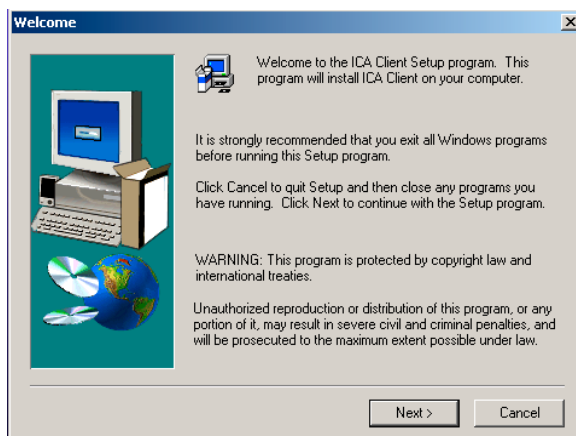
Choose the radio button **Run this program from its current location** and click OK.



Click **Yes**.



Click **Next**.

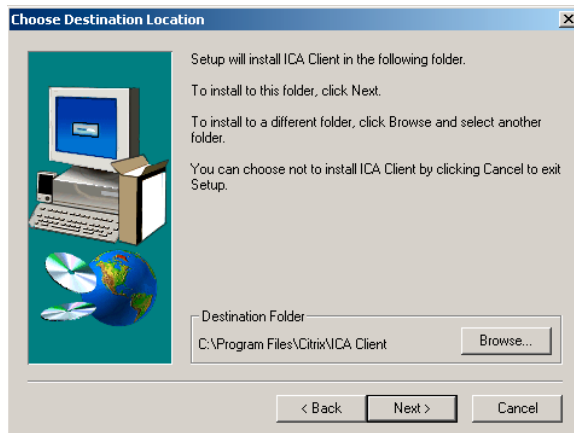


The machine will be busy for a few minutes and then you will see the following screen.

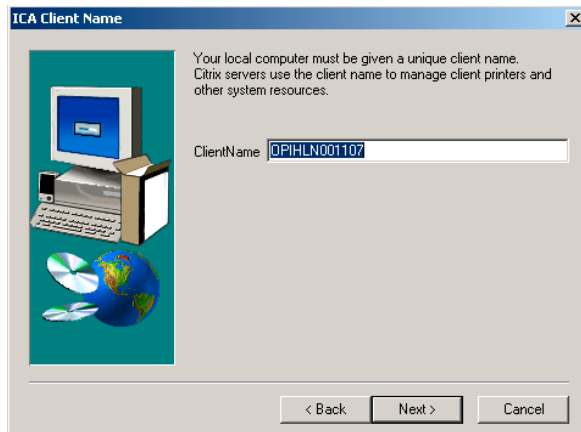
Click **Next**.



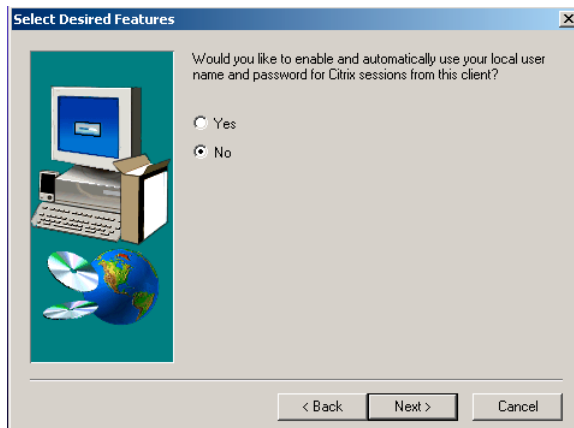
Click **Yes** to accept License Agreement.



Click **Next**.



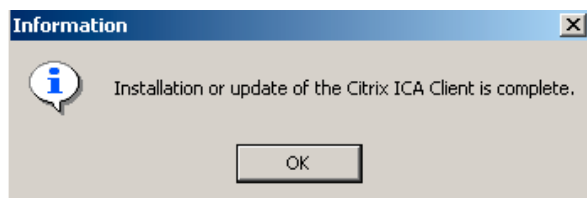
Click **Next**.



The ClientName will be different than what is shown. This should be automatically filled in for you.

Make sure No is selected and click **Next**.

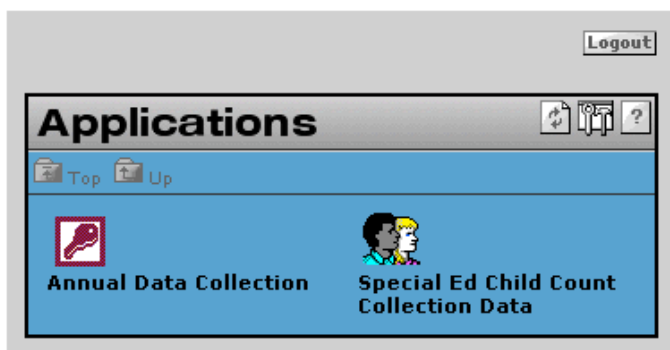
A setup program will run on your machine.



Click **OK**.

The Citrix Client is installed. **THIS IS THE ONLY TIME YOU HAVE TO RUN THE CLIENT INSTALL.** If you accidentally run this install a second time it should not cause any problems, but it is not necessary.

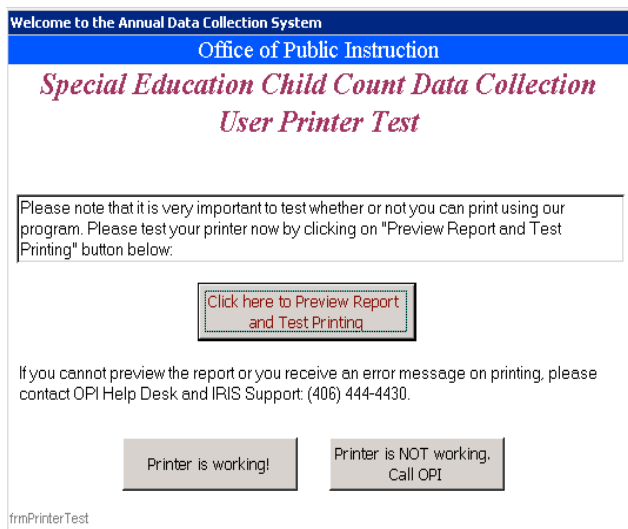
## After Citrix client is installed



Congratulations! You have successfully connected to the OPI-CITRIX server and are ready to begin your work.

Click on the link “Special Ed Child Count Collection Data.”

If this is the next screen you see, you are ready to test your printer and then begin data entry. If you have already done this, skip to page 12.



Click on **Click here to Preview Report and Test Printing**.

When the printer test is finished, you will be returned to this screen. Choose the appropriate button to continue (**Printer is working** or **Printer is NOT working**).

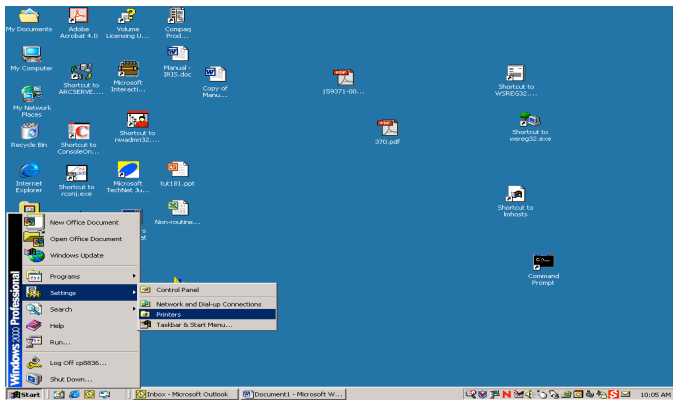
If your printer test is successful, you can begin your data entry.

If the printer test is not working, use the instructions in the next section to help you determine which printer driver you have and then contact the OPI at 444-0500.

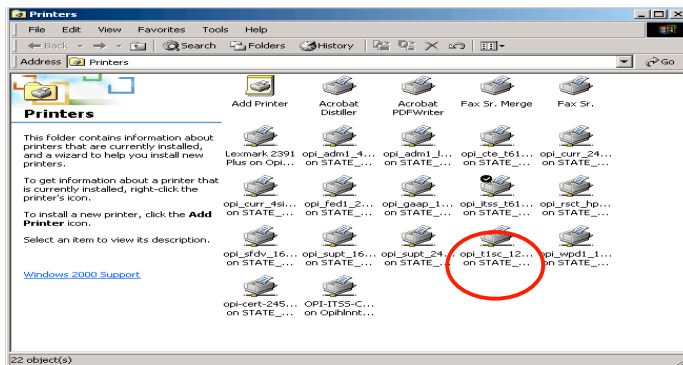
## Identifying your Print Driver

IRIS is designed to work with your locally attached or network printer. If you experience difficulty printing, it may be because the IRIS server does not have your print driver loaded. If you have problems with printing, please call the OPI at 406-444-0500, so we can assist you in identifying your printer and arranging for the correct print driver to be loaded on the Citrix server for your printer.

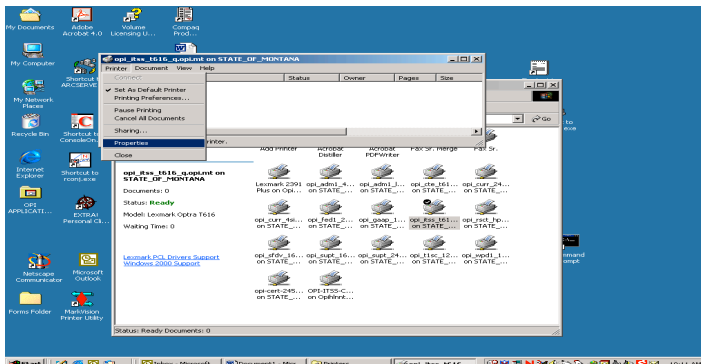
To find out what printer you have set up for IRIS, follow these instructions.



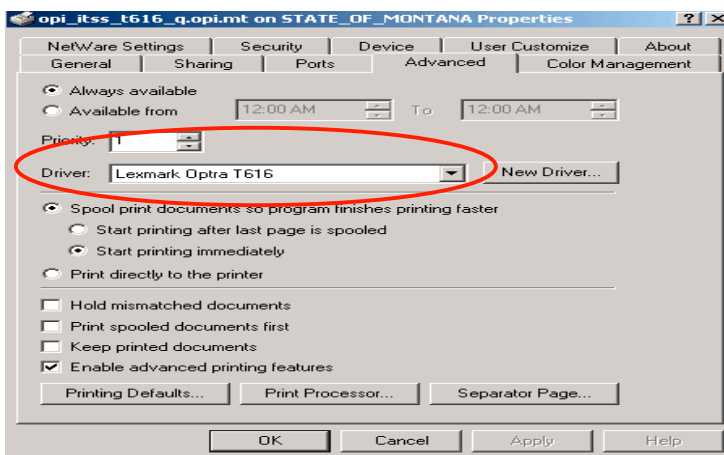
Go to **Start** in the lower left corner of your screen, choose **Settings, Printers**.



Double click on the printer with the check mark on it. This is your default printer.



Click Printer menu and select the Properties command.



Click on the Advanced tab, or the Details tab depending on your computer.

Your printer is listed in the Driver box. We may need this information to activate your printer on the IRIS server. Please be ready to give us this name exactly as it appears in the driver box. This includes spaces and capital letters. If you have problems please call OPI at 406-444-0500.

## Getting Started

Welcome to the Special Education Child Count Data Collection System

Office of Public Instruction

*Special Education Child Count Data Collection Program*

Welcome: Betty Finley (LE9689)

User Level: Special Ed Coop (SECOOP)

**Tip of The Day:**

11/09/01 - Phase 2 of testing started today.  
10/31/01 - Special Ed Child Count is on CITRIX and currently being tested.  
10/25/01 - We are ready to deploy the Child Count System to CITRIX for testing.  
10/22/01 - Network staff setup CITRIX directories for the Child Count System.

Continue Exit Program

frmSplash

After log in, you will see this opening screen. This screen identifies who has logged on.

Be sure to read **Tip of The Day** for any tips or changes to the program.

Click **Continue** to move to the Main Menu.

School districts and special education cooperatives will use this program. Your access is limited to the school district or cooperative you log in as. Based on your ID, the program will limit your access to just those areas of concern to you and the data you need to enter. Your user level is described on this screen.

If you entered child count data through this program in December and you feel comfortable with this part of the program, you may want to skip to the data entry screen on page 15.

## Special Education Exiting Data Main Menu

When you log in, the program will identify you as a school district or special education cooperative based on your log in ID and password. Because the structure within the program is different for a school district and a cooperative, this section of the instructions has been broken out into screens that school districts will see and screens that special education cooperatives will see. The screen used for data entry is the same for both entities.

### For a school district – selecting a school

Special Education Child Count Collection Main Menu

Office of Public Instruction

*Special Education Child Count Data Collection Main Menu Features*

District: **Bozeman Elem** LE: **0350**

Select a button then double click to select the option to the right.

Data Entry Reports Help

Special Education Exiting Data Entry Form

Submit Special Education Data

Enter Special Education Exiting Data

frmSwitchBoard

Choose your task here. The task selected will be grayed out.

The district name and legal entity are shown here. If a district is a member of a coop, the coop name is also shown here.

Double click on **Special Education Exiting Data Entry Form** to select a school within the district for data entry.

Click to exit the program.

## Selecting a school within the school district

The screenshot shows the 'Education Child Count Form' header with contact information for Linda McCulloch, Superintendent of the Office of Public Instruction in Helena, MT. Below this, the 'Special Education Data Collection' section is titled 'Child Count of December 03, 2001'. The form has two input fields: 'District:' with 'Drummond Elem' selected and 'School:' with a pull-down menu open. The menu lists '1709 - Drummond 7-8' and '0563 - Drummond School'. A red text box below the fields says 'Select a specific school to view detailed data'.

Select from the pull-down menu the specific school that data will be entered for.

A school district may enter data for each individual school within the district. Data can be edited at any time until the data is submitted to either the special education cooperative if the district belongs to a cooperative, or to the OPI if the district does not belong to a cooperative. If data must be edited after submittal, it must be done by a phone call to either the cooperative or the OPI. If a cooperative has submitted data to OPI, the cooperative and any of its member districts will need to contact the OPI to make any additional changes to the data.

It is the responsibility of the person who has been assigned the User ID and password to submit the data. Data for the entire school district (all schools within the district) is submitted together during the submittal process. Be sure that, if more than one person is entering data, the data is not submitted prior to entering all data for the school district.

## For a special education cooperative – selecting a member district

The screenshot shows the 'Special Education Child Count Collection Main Menu' for the 'Office of Public Instruction'. The title is 'Special Education Child Count Data Collection Main Menu Features' for the 'Bear Paw Cooperative'. On the left, a sidebar contains buttons for 'Data Entry', 'Reports', and 'Help'. The main area has a button for 'Special Education Exiting Data Entry Form' and a larger button for 'Submit Special Education Data'. At the bottom right is an 'Exit' button. Annotations with arrows point to these elements: 'Choose your task here. The task selected will be grayed out.' points to the sidebar; 'The coop name is shown here.' points to the 'Bear Paw Cooperative' title; 'Double click on **Special Education Exiting Data Entry Form** to begin entering data.' points to the top button; 'Double click on **Submit Special Education Data** to submit completed data report to the OPI.' points to the larger button; and 'Click to exit the program.' points to the 'Exit' button.

## Selecting a member school district and school from the list of cooperative members

The screenshot shows the 'Education Child Count Form' with the following header information:

- Education Child Count Form**
- Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501
- SPECIAL EDUCATION DATA COLLECTION**  
Child Count of December 03, 2001

Below the header, there are two dropdown menus: 'District:' and 'School:'. The 'District:' dropdown is open, showing a list of districts and their 'District Submitted' status:

District Name	District Submitted
0059 - Bridger K-12 Schools	No
0060 - Joliet Elem	No
0061 - Joliet H S	No
0064 - Luther Elem	No
0069 - Roberts K-12 Schools	No
0070 - Boyd Elem	No
0071 - Fromberg Elem	No

An arrow points to the 'District Submitted' column with the label 'data'.

This menu lists all districts that are members of a cooperative. A district can be selected by single click.

It also indicates whether the district has submitted its data to the cooperative.

If a district has not submitted its data to the cooperative, the cooperative can view the data for each individual school, but cannot edit the data. If a district has submitted its data to the cooperative, the district can no longer edit the data; however, the cooperative now has rights to edit the data prior to submittal to the OPI. If the district does not have electronic access, and the cooperative will be doing the data entry for these districts, the cooperative will need to contact OPI to “flag” these specific districts as ‘submitted to cooperative.’ At this point the cooperative will be able to enter students for these districts that do not have electronic access to this system.

The screenshot shows the 'Education Child Count Form' with the following header information:

- Education Child Count Form**
- Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501
- SPECIAL EDUCATION DATA COLLECTION**  
Child Count of December 03, 2001

Below the header, there are two dropdown menus: 'District:' and 'School:'. The 'District:' dropdown is open, showing a list of districts and their 'District Submitted' status:

District Name	District Submitted
0056 - Red Lodge Elem	No

The 'School:' dropdown is open, showing a list of schools within the selected district:

- 1542 - Mountain View School
- 1637 - Red Lodge 7-8
- 1541 - Roosevelt School

An arrow points to the 'School:' dropdown with the label 'Select a specific school to view detailed data'.


After a district has been selected, a school within that district can be selected with a single click.



## Data entry screen

This screen will show preprinted student information from the December 3, 2001, child count report. Start out by finding the initials of the first student record you will be working with (see **Tip** below for instructions on sorting and finding options in the initials field).

**Special Education Child Count Form**

 Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**SPECIAL EDUCATION DATA COLLECTION**  
Part 3 Table 3, Exiting

Coop: Stillwater/Swt Grass Coop

District: Absarokee Elem School: 1775 - Absarokee 7-8

**Table 3: Children and youth with disabilities Exiting Special Education between July 1, 2001 and June 30, 2002**

INITIALS	BIRTHDATE	GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	SETTING OF SERVICE	SERVICE PLAN	Press 'Ctl-D' to Enter Student Disabilities	Press 'Ctl-T' to Enter Student Transition Services	EXITING CODE	Exiting Student added since December Child Count
LAST MIDDLE FIRST	MONTH DAY YEAR							LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES		
AAA	3/21/1989	M	<input type="checkbox"/>	7	05	01	<input type="checkbox"/>	LD	01		<input type="checkbox"/>
CCC	12/12/1991	F	<input type="checkbox"/>	6	01	02	<input type="checkbox"/>	CD			<input type="checkbox"/>
BBB	6/8/1990	M	<input type="checkbox"/>	7	05	01	<input type="checkbox"/>	LD			<input type="checkbox"/>

Student's data, reported on this year's December child count, can only be modified by calling OPI's Special Education Data Manager @ (406) 444-430. If you have students that have entered Special Education, since your December Child Count and have exited Special Education, please scroll down to the bottom of the list and add these students. You will not be allowed to 'Delete' a student, from this screen, that was reported on the December child count.

☐ Check here if this school has no students exiting Special Education

frmExitingData DUE DATE: July 5, 2002

**Report** **Delete** **Exit**

**Tip:** To sort the student initials column alphabetically or to find an individual student by initials, place your cursor in any field with student initials and click on the right mouse button. A menu will appear that includes a sort option and a find option. Click on the option you want.

ITION CES	EXITING CODE	December Child Count
01	Returned to Regular Ed	
02	Moved, known to be continuing	
03	Moved, not known to be continuing	
04	Dropped Out	
15	Reached maximum age	
22	Died	
23	Graduated with diploma	
32	Graduated with certificate	

Click on the down arrow in the Exiting Code column to pull up the exiting code menu. See page 1 for descriptions of exiting codes.

ST LE ST	TH AY	AR (F)	DE TE	DE	ETHNICITY	IF	AN	ABBREVIATIONS	SERVICES	CODE
AAA	3/21/1989	M	<input type="checkbox"/>	7	05	01	<input type="checkbox"/>	LD	01	02

Enter the appropriate exiting code ---- that's it!

If there is a student who exited the special education program who was not on the preprinted list of students from the December 3, 2001, child count, then that student data will be entered at the bottom of the list of student records.

LAST MIDDLE FIRST	MONTH	DAY	YEAR	SEX (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	EXITING OF SERVICE	SERVICE PLAN	LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES	EXITING CODE	added since December Child Count
AAA	3/21	1989	M			7	05	01		LD	01	02	<input type="checkbox"/>
CCC	12/12	1991	F			6	01	02		CD			<input type="checkbox"/>
BBB	6/8	1990	M			7	05	01		LD			<input type="checkbox"/>
HHH	05/	/											<input checked="" type="checkbox"/>

Student's data, reported on this year's December child count, can only be modified by calling OPI's Special Education Data Manager @ (406) 444-4430. If you have students that have entered Special Education, since your December Child Count and have exited Special Education, please scroll down to the bottom of the list and add these students. You will not be allowed to 'Delete' a student, from this screen, that was reported on the December child count.

Check here if this school has no students exiting Special Education ☐

Report Delete Exit

frmExitingData DUE DATE: July 5, 2002

Simply fill in the child count data and the exiting code (setting of service is not required for exiting reporting – the pulldown menu for setting of service will allow you to choose a 00 code for setting of service).

Notice the automatic check in the last column when a new student is entered.

If a school has no students who have exited the program, click the appropriate box on the screen.



Linda McCulloch, Superintendent  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

**SPECIAL EDUCATION DATA COLLECTION**  
Part 3 Table 3, Exiting

DUE DATE: July 5, 2002

Coop: Stillwater/Swt Grass Coop

Return to: Pat Reichert, Data Manager  
PO Box 202501  
Helena, MT 59620-2501  
July 5, 2002

District: 0861 - Absarokee Elem  
School: 1775 - Absarokee 7-8

After all exiting data has been entered, click **Report** to view the **Exiting Report**. This report contains only data on students who have been reported as exiting. The check in the last column shows that the student listed was not on the December 3, 2001, child count report.

Table 3: Children and youth with disabilities Exiting Special Education between July 1, 2001 and June 30, 2002												
INITIALS	BIRTHDATE			GENDER (M/F)	DUPLICATE OVERRIDE	GRADE	RACE ETHNICITY	LIST OF DISABILITY ABBREVIATIONS	TRANSITION SERVICES	EXITING CODE	Exiting Student added since December Child Count	
LAST MIDDLE FIRST	MONTH	DAY	YEAR									
AAA	3/21	1989	M		<input type="checkbox"/>	7	05	LD	01	02	<input type="checkbox"/>	
HHH	5/13	1990	M		<input type="checkbox"/>	7	05	LD		01	<input checked="" type="checkbox"/>	

## 2 Student(s) Exiting Special Education

You can print this report by clicking on the **print icon** in the upper left hand corner of the screen. To close this screen and return to the data entry screen, click the **X** in the upper right hand corner of the screen.

Close the data entry screen by clicking the **Exit** button in the lower right corner of the screen. This will return you to the main menu.

# SUBMIT COMPLETED DATA

At the Main Menu, click on the **Submit Special Education Data**.

You can preview your work one last time before submitting by clicking on the **Preview Work Prior to Submittal**. When you are ready to submit your completed report to your cooperative, if you are a member of a cooperative, or to the OPI if you are not a member of a cooperative, or are a cooperative, click the **Submit Work** button.

Remember, once your report is submitted, you no longer have rights to change the data.

## WHO TO CONTACT FOR HELP

- For questions about the data, contact Pat Reichert at 406-444-4430 or e-mail at preichert@state.mt.us.
- For questions about the on line program, contact Garry Wheelock at 406-444-4409 or e-mail at gwheelock@state.mt.us.